

HOW TO SUBMIT PLEADINGS WHICH ARE EASIER TO IMAGE

Until the day arrives when all documents are filed electronically, pleadings will continue to be imaged by the Clerk's office in order for viewing through CM/ECF (Case Management / Electronic Case Filing). The items indicated below will certainly enable us to more quickly accomplish this task.

Submit 8-1/2" x 11" Documents Only (Including Attachments to Proofs of Claim)

No Double-Sided Documents

No Exhibit Tabs

No Staples

Only Standard Weight Paper

No Bound Pleadings

WHOM TO ASK FOR

The Clerk's office receives many, many inquiries each day with regard to a multitude of issues. You surely become frustrated on occasion because you do not know whom to ask for in order to receive an answer to your inquiry. The list which follows may help you immediately get to the right person for quick results. This Court prides itself in having a "real" person answer the phone! For any automation inquiry ask for Chris Warsinsky, Marcie or Chris Daniel. Please keep in mind that Mike and Anita remain happy to assist you with any matter including procedural issues.

When your inquiry concerns:

Ask for:

Cases Ending in 0, 1 or 2.....	Brittany or Lisa
Cases Ending in 3, 4 or 5.....	Shirelle or Leslie
Cases Ending in 6, 7 or 8.....	Jennifer or Toni
Cases Ending in 9.....	Amanda
Appeals.....	Anita
§341 Creditor Meetings.....	Judy
Deficiencies in the Bankruptcy Petition.....	Pattie
Hearing Transcripts.....	Lisa
Motions to Avoid Liens.....	Brittany
Matters Under Advisement.....	Sheree or Jo
Whether a Case Has Been Filed.....	Matt, Law Clerk
	Whoever Answers the Phone
	(Usually Brenda C.)
Calendaring/Scheduling Hearings.....	Sharon
Use of the Bankruptcy Courtroom in Clarksburg.....	Sheree

